



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

ATZH-TBB

7 July 2008

MEMORANDUM FOR All 551st Signal Battalion Personnel

SUBJECT: Policy Memorandum No. 6 – Leaves, Passes, and Permissive Temporary Duty (PTDY)

1. Reference: AR 600-8-10, Leaves and Passes, dated 16 February 2006.
2. The application of Army leave, pass, and PTDY policies are a command responsibility and care must be taken at all levels of command and supervision to prevent unauthorized absences or abuse.
3. The purpose of this policy memorandum is to outline and clarify the Battalion's procedures concerning leave, pass, and permissive temporary duty (PTDY).
4. All leaves, passes and permissive temporary duty requests will be submitted on a DA Form 31 (Leave Request) 10 days prior to the start date. All leaves, passes and PTDY begin and terminate on post, duty station, or location from where the Soldier normally commutes to work before a leave begins.
4. Leave:
 - a. Leave requests (DA Form 31) will be made through the Soldier's supervisory chain of command (block 12) and forwarded to the company headquarters for company-level duty roster posting and command approval/disapproval (block 13). Leaves in excess of 30 days and OCONUS leaves must be approved by the Battalion Commander (block 13). In those instances, company-level recommendations will be annotated in the Remarks section (block 17). Advanced leave will not be granted without proper justification in the remarks section (Block 17) of the leave form.
 - b. Approved leaves will not be changed without the individual's Company Commander/First Sergeant concurrence.
 - c. The requirement to sign out/in physically and telephonically is as follows:
 - (1) E7 or above may sign out/in telephonically for ordinary leave.
 - (2) SSG or below will physically sign out/in with the Battalion Staff Duty NCO.
 - (3) All personnel signing out/in on PCS or transition leave will physically sign out at the Battalion S1 or the Battalion SDNCO during non duty hours.

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d. The company will process the DA Form 31 and leave will be charged as defined on the Soldier's leave form. It is the Soldier's responsibility to immediately notify the company for any leave date changes, once the leave form has been submitted. Any change to leave dates (i.e., Soldier returns early) must be verified by the Soldier's chain of command and immediate supervisory chain.

5. Passes:

a. A regular pass is a short, nonchargeable, authorized absence from post or place of normal duty during normal off-duty hours. Normal off-duty hours also include official holidays. Soldiers on regular pass will return NLT the evening prior to the next official workday.

b. The unit commander is the approval authority.

c. A Soldier remains in an available-for-duty status during normal off-duty hours unless absence is authorized.

d. A regular pass begins and ends on post, at duty location, or at the location from where the Soldier normally commutes to duty. The Soldier must be physically at one of these locations when departing to or returning from a regular pass.

e. A regular pass period will not exceed 72 hours in length except for public holiday weekends and public periods specifically extended by the President. Passes will not be granted in succession.

f. Three or four day passes are "Special Passes" and should be granted only to reward Soldiers for exceeding standards. Special passes require a DA Form 31 submitted through the Soldier's supervisory chain of command and forwarded to the company headquarters for company-level duty roster posting and command approval/disapproval. A Special Pass begins and ends as described in paragraph 5.d. above.

g. A mileage pass will be submitted on a DA Form 31 when a Soldier leaves the area overnight driving out of a 200 mile radius for Permanent Party personnel. IET Soldier mileage pass limits will be IAW 15th Signal Bde Policy Letter 17. A mileage pass requires submission through the Soldier's supervisory chain of command and forwarded to the company headquarters for company level duty roster posting and company commander approval/disapproval. A mileage pass will be accompanied by a safety pledge statement and POV checklist.

h. For all passes, supervisors will know the location and telephone number for Soldiers in the event of an emergency or other recall missions.

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6. Permissive TDY (PTDY):

a. PTDY is performed at no expense to the government, and is of semi-official nature as outlined in Section XVI, AR 600-8-10. Examples are 10 days for house hunting, and up to 20 days job hunting in conjunction with retirement.

b. PTDY will normally be taken on consecutive days, but can be granted when the authorized purpose for the PTDY cannot be completed on consecutive days (i.e., separate job interviews).

c. The amount of PTDY must correspond to the estimated time for relocation activities based on the Soldier's situation and plans. For example, PTDY may be reduced once a Soldier has found a job in the local area and does not plan to relocate. However, when the PTDY is taken in conjunction with terminal leave, the PTDY duration will not be adjusted once the Soldier has processed through the transition center even if relocation activities are complete.

d. The PTDY period begins at 0001 hours on the first PTDY day and ends at 2400 hours on the last PTDY day. Soldiers are reminded that PTDY begins and terminates on post, at the duty location, or at the location from which the Soldier normally commutes to duty before the PTDY begins. **Soldiers must call out/in to the SDNCO (after duty hours) or Battalion PAC (during duty hours) to start/end PTDY.**

e. PTDY is **NOT** an entitlement. Each request will be considered based upon the justification submitted with the request.

f. PTDY must be applied for on a DA Form 31, and in accordance with AR 600-8-10, must be approved by the Battalion Commander.

7. All leaves, passes, and PTDY dates will be cross-checked with Raters, Senior Raters, and company awards tracking systems to ensure Soldiers are not departing still owing the battalion ratings or awards that will be due during the leave, pass, or PTDY period.

8. This policy memorandum supersedes Policy Memorandum No. 9, dated 5 July 2006.

//ORIGINAL SIGNED//
CHARLES W. SCHRADER
LTC, SC
Commanding